

**Becoming an ID Waiver Provider**

**Provider Training  
Module 2**

**Division of Developmental Services**  
Department of Behavioral Health and Developmental Services  
2013

## ID Waiver Provider Modules

1. Overview of the ID and DS Waivers
2. [Becoming an ID Waiver Provider](#)
3. Supporting People in the ID and DS Waivers
4. Introduction to Planning
5. Residential Services
6. PA, Respite and Companion – Agency-Directed
7. Employment and other Day Services
8. Crisis Stabilization and Supervision
9. Assistive Technology, Environmental Modifications and Transition Services
10. Skilled Nursing
11. Personal Emergency Response System
12. Consumer Directed Services and Services Facilitation
13. Therapeutic Consultation
14. Preauthorization and Reimbursement
15. Monitoring and Oversight

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## Provider Requirements

All providers must meet the **requirements** for their service, such as:

- DBHDS License
- DARS Vendor Agreement
- VDH license
- Other license/certification

And have a DMAS participation agreement

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## Provider Requirements

### Service Providers

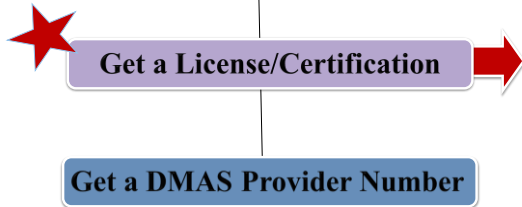
**X** May not be parents of individuals under 18 **or** the individual's spouse



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## Getting a License/Certification

### To Become a Medicaid Waiver Provider



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## Getting a License/Certification

### QUALIFICATIONS of Agency & Staff

***"ID Community Services Manual"*** Chapter II  
Included in specific service training modules.

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## Getting a License/Certification

### Acceptable Credentials for ID Waiver Residential

		Services					
		In-Home	Congregate	AD Companion	Crisis Supervision	AD Respite	AD Personal Assistance
DBHDS License	Supportive In-home	X		X	X	X	X
	Sponsored Residential		X	X	X		X
	Supervised Living	X	X	X	X	X	X
	Group Home		X	X	X	X	X

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## Getting a License/Certification

### Acceptable Credentials for Day Services

		Services				
		Day Support	Prevocational	Supported Employment	AD Companion	Crisis Supervision
Certification	DBHDS License: Day Support	X	X		X	X
	DARS Vendor: Extended Employment or LTES		X			
	DARS Vendor: SE Services			X		

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## Getting a License/Certification

### Acceptable Credentials for Additional ID Waiver Services

	Services				
	Personal Assistance	Respite	Companion	Skilled Nursing	Therapeutic Consultation
DBHDS License or VDH License	X	X	X		
Professional License/Endorsement				X	X

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## Skilled Nursing Option

RN (or LPN supervised by RN) can be provided under DBHDS Residential, Day Support or Respite License

**OR**

A VDH-licensed home care organization or home health provider (opting to provide skilled nursing)

ID Community Services Manual, Chapter II

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## Getting a License/Certification

### For DBHDS Licenses

➡ Obtain an application

[www.dbhds.virginia.gov](http://www.dbhds.virginia.gov)

"Licensing"

"Licensing All Other Services..."

"Initial Licensing Application"

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## Getting a License/Certification

### For DBHDS Licenses

Obtain an application (cont'd)

- If no internet access contact:
  - Call 804-786-1747, or
  - Fax 804-692-0066, or
  - Write The Office of Licensing, DBHDS, PO Box 1797, Richmond, VA 23218 - 1797

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## Enrolling as a Medicaid Provider

### To Become a Medicaid Waiver Provider

Get a License/Certification

Get a DMAS Provider Number

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## Enrolling as a Medicaid Provider

Request:

**“MENTAL RETARDATION  
WAIVER  
ENROLLMENT PACKAGE”**

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## Enrolling as a Medicaid Provider

- Call **804-270-7027** or **888-335-8476 (Fax)**

*or*

- **Virginia Medicaid Provider Enrollment Services PO Box 26803 Richmond, VA 23261-6803**

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## Enrolling as a Medicaid Provider

or

Can download the DMAS Provider Enrollment Package

<https://www.viriniamedicaid.dmas.virginia.gov/wps/portal>

Provider Services

Provider Enrollment

Available applications

Mental Retardation Waiver

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## Enrolling as a Medicaid Provider

- Send
  - the completed Provider Enrollment Package and
  - copy of license or certification to

**Virginia Medicaid Provider Enrollment  
Services PO Box 26803 Richmond, VA  
23261-6803**

or

Fax: **888-335-8476**

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## Provider Qualifications

### Supervisors have:

- BA/BS in human services
- 1 year experience working directly with individuals with ID or DD

**Non-DBHDS licensed Supervisors must meet their established requirements**

## Provider Qualifications

### Supervisors of DSPs:

- Complete the DSP Orientation online training
- Pass the online DSP Orientation Test to obtain a certificate
- Complete the Supervisor Assurance

DSP Training Requirements

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## Provider Qualifications

### MeridianGlobal

[Register](#) [Email Administrator](#)

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## Provider Qualifications

**Prior to beginning** to provide ID & DS Waiver Services for . . .

- 1) Residential
- 2) Personal Assistance
- 3) Day Support Services
- 4) Prevocational Services

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## Provider Qualifications

**Medicaid Required Staff Training**



**DSP Orientation Manual**

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## Provider Qualifications

**DSP Orientation Training Manual**

 <http://www.dbhds.virginia.gov>

Developmental Services

Training

ID & DS Waiver Training for Supervisors

Orientation Manual for DSPs

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## Provider Qualifications

DSPs must:

- Review orientation materials with supervisor
- Complete orientation test with 80% accuracy
- Sign "DSP Assurance" with supervisor

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## Provider Qualifications

### Licensing Required Staff Training



#### DBHDS Licensed Providers:

Training required per OL regulations

12 VAC 35-105-440--460, 510

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## Provider Qualifications

Staff ratios appropriate to...



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## IDOLS Registration

Electronic Authorizations



All Providers **must** be enrolled in the Intellectual Disability Online System (IDOLS) to submit service authorizations under the ID and DS Waivers.

IDOLS DMAS Memo 11-23-11

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## Provider Survey

Provider Choice Process

- Required for supporting people leaving **training centers** under the ID and DS Waivers in Virginia as of July 1, 2012.
- Designed to ensure a good match between individuals and providers and to better support choice.

Provider Selection Process Update 9-2012

Choice Protocol 1-28-11

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## Open for Business

### Announcing Services

Following DMAS approval:

- You may inform CSB ID Directors and CRCs in writing about services

<http://www.vacsb.org/directory.html>

## Available Resources:

### Department of Behavioral Health and Developmental Services

- Division of Developmental Services
- Offices of Licensing and Human Rights

<http://www.dbhds.virginia.gov/Default.htm>